

For the period Tuesday, November 8, 2016 through Tuesday, March 13, 2018:

(SUMMARY)

Any and all talking points and similar memorandums, emails, and transcripts providing advice or direction on how to handle the media, media interviews, and statements.

(SPECIFICALLY)

Please include in your responsive materials any documents, emails, or communications with the following phrases in the title or subject line:

- TALKING POINTS
- STMT
- STATEMENT
- PRESS STRATEGY

It would be greatly appreciated if materials could be provided on a rolling basis.

1. In the Office of Public Affairs or equivalent division

Please provide first all such materials produced in this agency's Office of Public Affairs or equivalent division, and any representative thereof.

Please also provide all such materials received by this agency's Office of Public Affairs or equivalent division, and any representative thereof.

2. Related to all agency employees

Please also include all employee email communications containing the following phrases:

- TALKING POINTS
- STMT
- STATEMENT
- PRESS STRATEGY

Alternative Response to 2:

If processing of this portion of this request would require its distribution to another or multiple other offices, it would be greatly appreciated if a response to this request would contain a description of the necessary offices to be tasked, the process by which the search will be conducted, and an estimate of the time and fees to be incurred. Such a description will allow us to better understand the parameters of this FOIA office's ability to respond to this request as worded and will better enable us to reorganize and limit it as appropriate.

Additional clarification:

This request is not intended for materials regarding one particular subject or event during this period.

If a different search procedure will be required dependent on segment of time covered, it would be greatly appreciated if a response could contain a description of the necessary difference in approach by time period (for example, if file keeping procedures have changed at some point in the last year and a half or if particular materials have been moved to another location).
